

**JOB DESCRIPTION  
MURFREESBORO WATER AND SEWER DEPARTMENT  
PRETREATMENT TECHNICIAN**

**1. JOB TITLE: PRETREATMENT TECHNICIAN**

- 2. DEFINITION:** The Pretreatment Technician performs skilled work in the collection, preservation and analyses of industrial samples at various industrial locations, under the direction of the Pretreatment Coordinator or Chemist and the Director of the Department. All employees are responsible to the City Manager. The position is classified as Non-Exempt for the purpose of the Fair Labor Standards Act, as having possible occupational exposure to bloodborne pathogens, and as Safety Sensitive; the employee is subject to pre-employment, reasonable suspicion, post accident, random, promotion and transfer, return to duty and follow-up drug and alcohol testing.

**3. EQUIPMENT/ JOB LOCATION:**

- a. This position requires the use of field and laboratory equipment, sampling equipment, calculators, personal computers, communications devices and vehicles.
- b. The primary job location is the Wastewater Treatment Plant. Sample location points are scattered throughout the City of Murfreesboro. All City facilities are smoke-free locations. The work to be performed includes tasks both indoors and outdoors in inclement weather, and in the proximity of biological, chemical, electrical and mechanical hazards.

**4. ESSENTIAL FUNCTIONS OF THE JOB:**

- a. Performs sampling using recognized protocol for collection, preservation and chain of custody.
- b. Enters sampling manholes to perform sampling and sampler maintenance duties.
- c. Performs limited analysis of industrial discharges.
- d. Performs maintenance and calibration of field apparatus.
- e. Records and reports observations and values to appropriate persons.
- f. Performs mathematical calculations associated with sampling and analysis.
- g. Enters data in logs, charts and records.
- h. Performs general cleanup of sampling equipment, labware and laboratory.
- i. Establishes and maintains effective working relationships with industrial customers as needed to obtain site specific analyses.
- j. Identifies such problems as: instrument malfunction, suspect data, abnormal values, and initiates corrective actions.

**5. ADDITIONAL EXAMPLES OF WORK PERFORMED:**

Performs other duties and special projects as assigned.

**6. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- a. A diploma from an accredited high school or the equivalent GED is required.
- b. Must have a driver's license valid in the State of Tennessee.
- c. Must have legal authorization to work in the United States.
- d. Must be at least 21 years of age.
- e. Must submit to and pass a drug screen test upon offer of employment.
- f. Ability to comprehend both oral and written instruction and to communicate, both orally and in writing, in English.
- g. Ability to calibrate, operate and maintain simple laboratory instruments, from oral or written instructions.
- h. Ability to recognize such problems as: instrument malfunction, suspect data, abnormal values, and to initiate corrective actions.
- i. Ability to detect colors indicative of laboratory test points and odors of potentially hazardous chemicals.
- j. Ability to sense temperature by touch, and the ability to detect alarms and indicators of equipment malfunctions in normal aural range.
- k. Ability to take readings from charts and meters, change charts, make correct data entries using keyboards and legible handwriting.
- l. Ability to perform math associated with analyses and record keeping.
- m. Knowledge of basic laboratory operation and terminology.
- n. Must maintain a neat, clean personal appearance.
- o. Must demonstrate good workmanship, performing tasks neatly and in a timely manner without redundant directive.
- p. Must demonstrate a good work ethic, including a willingness to perform job place tasks and to assist coworkers.
- q. Must comply with safety rules.
- r. Ability to work in a confined space.
- s. Ability to wear personal protective safety equipment and perform job tasks that require the use of such equipment.
- t. Ability to report on time for work and perform the duties of the position for an entire eight-hour work day five days per week and to perform occasional overtime. May be required to work evening, night, weekend and/or holiday shifts.
- u. Ability to:
  - 1) Lift and carry a 50 lb. sample chest.
  - 2) Remove and replace a manhole cover.
  - 3) Climb a ladder in and out of a 25 foot deep sampling manhole.
  - 4) Drive City vehicles to and from sample locations.
- v. Good human relation skills with the ability to establish and maintain effective working relationships with supervisors, co-workers and the public.
- x. Formal training and/or experience in pretreatment is preferred but not required.

Non-Exempt

Safety Sensitive

November 21,2000